

EXHIBIT I

**·NON-NORMAL DEVELOPMENT
REVISION AND DELETION
PRP-MG-010**

L. Markfield DCC

GIN99-0971



DOCUMENT CHANGE FORM

MANAGEMENT

C2

Section 1. Document Information (completed by requester)

Procedure number and revision: PRP-MG-010 Rev 0

Required action: Change ☒Deletion ☐

Procedure title: Non Normal Procedure Development, Revision and Deletion

Section 2. General Information (completed by requester)

Requester's printed name: Stephanie Rael

Requester's phone number: Ext. 7549

Requester's printed organization name: Document Control

Building: T-24

Request date: 8/31/99

Required completion date: 9/31/99

Justification for change, revision, or deletion: To clarify the procedure.

Old Wording (use additional pages if needed): 6.3.3. The procedure approval shall be signed and dated with black ink.

New Wording (use additional pages if needed): 6.3.3. The procedure approval shall be signed and dated in ink. Procedures previously signed in multi-colored ink are effective as in the original approval date.

Section 3. Approvals

Thomas A. Kurbay 9/1/99
Plant Operations Manager Date

Tom Clark 9/1/99
Safety/Security Manager Date

James F. Colburn 9/1/99
Deputy GM, Plant Operations Date

[Signature] 9/1/99
EG&G General Manager Date

[Signature] 25/099
TOCDF Site Project Manager Date

Government Review

[Signature] 25/099
APM, Operations & Engineering Date

[Signature] 25/099
Administrative Contracting Officer Date



DOCUMENT CHANGE FORM

MANAGEMENT

CI

Section 1. Document Information (completed by requester)

Procedure number and revision: PRP-MG-010 AD

Required action: Change ☒ Deletion ☐

Procedure title: Non-Normal Procedure Development Revision and Deletion

Section 2. General Information (completed by requester)

Requester's printed name: Lori Lamb

Requester's phone number: 7571

Requester's printed organization name: Engineering

Building: T-27

Request date: 5/26/99

Required completion date: ASAP

Justification for change, revision, or deletion: Meeting not always needed prior to writing this procedure

Old Wording (use additional pages if needed): ".....a planning meeting will be held to discuss the operation."

New Wording (use additional pages if needed): ".....a planning meeting will be held if necessary to discuss the operation."

Section 3. Approvals

Thomas A. Kurbay
Plant Operations Manager

5/31/99
Date

Scott L. Lullo
Safety/Security Manager

7/2/99
Date

James F. Colburn
Deputy Gen. Plant Operations

6/9/99
Date

EG&G
EG&G General Manager

6/10/99
Date

[Signature]
TOCBF Site Project Manager

16 Jun 99
Date

Date

Government Review

[Signature]
Apm. Operations & Engineering

16 Jun 99
Date

[Signature]
Administrative Contracting Officer

2/2/99
Date

G/N 980717



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APPROVALS:

Safety Director

4-29-98

Date

Plant Operations Manager

4/29/98

Date

EG&G General Manager

4/29/98

Date

TOCDF Site Project Manager

 EG&G TOCDF PROJECT
CONTROL COPY

CONTROL NO. 20

Assigned To: L. Max Galt

Organization: Doc Control

 If this stamp is not red
you are using an
UNCONTROLLED COPY

29 Apr 98

Date

GOVERNMENT REVIEW:

APM, Operations & Engineering

29 Apr 98

Date

Administrative Contracting Officer

29 Apr 98

Date



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1. PURPOSE

This procedure delineates the requirements for the development, review, approval, change, and deletion of Non Normal Procedures (NNPs). The purpose of a Non Normal Procedure is to document procedural steps, safety, environmental and special equipment requirements for operations and jobs that are performed on a one time or infrequent basis.

2. SCOPE

This procedure is applicable to all NNPs developed by EG&G personnel and applicable subcontractors. Non normal procedures will be developed and used when potentially hazardous operations must be performed and no detailed instructions are provided in existing procedures. The need for a non normal procedure can be identified by different functional areas, e.g., Engineering, Safety, Operations, Maintenance, etc. The supervisor and personnel who will perform the procedure are responsible for developing it.

3. REFERENCES

None

4. ACRONYMS/DEFINITIONS

- 4.1 Approval - Annotated by the signature of the approving authority and date.
- 4.2 DCC - Document Control Center.
- 4.3 Documents - Any written or pictorial information describing, defining or specifying requirements and process procedures. This includes plans, procedures, instructions, inquiries, proposals, contracts, specifications, drawings, calculations, analyses, lists, tables, charts, schedules, etc.
- 4.4 Non-Normal Procedure - A procedure written to describe and document pre conditions, operating steps and special requirements for complex or hazardous operations performed on a one time or intermittent bases. It also must specify actions necessary to return the system to normal operating conditions.



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- 4.5 Procedure - A document that specifies or describes how an activity is to be performed.
- 4.6 Record - A document initiated, approved, and retained specifically for verification of an activity or item and which is controlled for future reference.
- 4.7 TOCDF - Tooele Chemical Agent Disposal Facility.

5. RESPONSIBILITIES

- 5.1. Supervisor
Approves and is responsible for the content of NNPs within his/her control, and ensures that all personnel comply with the requirements of the procedure.
- 5.2. DCC
Will maintain the final, signed copy of the NNP and provide copies as requested. Will also provide new procedure numbers and maintain a tracking system.
- 5.3. Division Manager
Reviews all NNPs generated within the division, assure that NNPs are developed and maintained for all non-normal division activities within his/her control, and assures that division personnel comply with the requirements of the procedure.
- 5.4. General Manager
Provides the necessary resources to assure this procedure is implemented.
- 5.5. Safety
Reviews all requests for NNPs or revisions to NNPs and performs a Safety Hazards Analysis to assure all risks have been mitigated and appropriate warnings and cautions included. This analysis may vary in complexity based on the complexity of the safety issues involved.



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6 PROCEDURE

6.1 Procedure Development

- 6.1.1 Prior to writing a NNP, a planning meeting will be held, if necessary, ^{C1} to discuss the operation. As a minimum, the following organizations will be present at this planning meeting:
- Safety
 - Operations
 - Environmental
 - Initiating Organization
 - QA/QC
 - Engineering
- 6.1.2 After agreement has been reached to proceed, an NNP number will be requested from DCC.
- 6.1.3 Numbers for NNPs will be assigned by system as determined by DCC (see Exhibit 03).
- 6.1.4 Page one will contain the Approval signatures and all subsequent pages comprise the body of the procedure. The body content shall conform to the document outline (Exhibit 01).
- 6.1.5 DCC will maintain a Non-Normal Procedure Report (Exhibit 03) of all NNPs based on data from Supervisors. DCC distributes a NNP Report (on an interval determined by DCC) to all supervisors. The supervisor updates the report, as required, and returns it to DCC.
- 6.1.6 The procedure sponsor will request a safety evaluation prior to sending the procedure out for review. The Safety Department will perform a Safety evaluation of the activity and assure all safety considerations have been included. A "short form" safety assessment will be provided and included as an exhibit with the NNP. A sample "short form" format is at Exhibit 04.



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6.2 Procedure Review

- 6.2.1 All new procedures shall start as a draft version (draft A). When review comments are incorporated into the NNP, the alpha indicator will be changed (draft B, draft C etc.). The procedure sponsor will determine if another review is required, and if so will coordinate the effort. As a minimum, all the signatures of the procedure will review. Additional reviewers may be included as required.
- 6.2.2 The reviewer of a NNP may red-line the procedure copy, to indicate typos, grammatical errors etc. If the reviewer has no comments they must notify the procedure sponser that there were no comments either by typing a memo or writting "no comments" in the signature block of the NNP itself and returning it to the procedure sponsor.
- 6.2.3 The procedure sponsor (or designee) is responsible for resolving all comments. Once comments have been addressed the sponsor will make necessary changes and forward a copy to the reviewer.
- 6.2.4 Upon completion of the NNP review, the document will be returned to the procedure sponsor.

6.3 Procedure Approval

- 6.3.1 All approved procedures shall be issued starting with Revision 0 and each subsequent revision will carry the next sequential number. Procedure approval will be obtained as detailed in Exhibit 02.
- 6.3.2 The procedure sponsor or writer will obtain all approval signatures.
- 6.3.3 The procedure approval shall be signed and dated in ink. Procedures previously signed in multi-colored ink are effective as in the original approval date. ^{c2}
- 6.3.4 The Supervisor of the sponsor is the technical point of contact.
- 6.3.5 After approval, the original hard copy with approval signatures will be forwarded to DCC for distribution.



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6.3.6. When the procedure is approved and signed it is sent to DCC and becomes Revision 0.

6.3.7. If procedures are revised the revision number increases (revision 0 becomes revision 1 etc.). After approval the procedure becomes the next higher number.

6.4. Procedure Revision/Deletion

6.4.1. A revision can be made to a NPP by rewriting the NNP making the desired changes, holding a planning/review meeting in accordance with paragraph 6.1 of this procedure, circulating the rewritten procedure for review in accordance with paragraph 6.2 of this procedure and obtaining approval in accordance with paragraph 6.3.

6.4.2. Rewritten procedures will carry a new revision number instead of a change number.

6.4.3. A NNP shall be deleted by the initiating office only. Any NNP may be deleted by sending written notification to DCC that explains the reason for deleting the procedure, or they are automatically deleted after 30 days. DCC will maintain an archive copy of the procedure for future reference.

6.5. Longevity And Disposition of Procedure

6.5.1 Longevity

6.5.1.1 The NNP may be in effect for 30 days.

6.5.1.2 Up to two extensions of 30 days each may be approved for reasons of operational or material delay.

6.5.2 Disposition

6.5.2.1 Upon expiration of an NNP, it will be deleted as an active procedure.

6.5.2.2 If the NNP is determined to meet long term or recurring operational needs, it will be converted to a standard procedure (SOP, MOP, LOP). The new procedure will include the essential elements of the NNP but will contain all required elements of a standard procedure.



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6.5.2.3 The new procedure may be included as additional operations in existing procedure.

7. DOCUMENTS AND RECORDS

7.1 The following documents were generated or affected by implementation of this procedure.

Non-Normal Procedure

*Short Form Safety Evaluation (Exhibit 04)

7.2 Documents indicated with an asterisk (*) shall become a record.



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EXHIBIT 01 GENERAL OUTLINE

- A. Signature Page
- B. Permit Requirements
- C. PPE Requirements
- D. Special Equipment
- E. Special Instructions
- F. Procedure Steps
- G. Post Operation Special Instructions
- H. Safety Evaluation



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EXHIBIT 02 SAMPLE SIGNATURE PAGE

CHEMICAL STOCKPILE DISPOSAL PROGRAM
TOOELE CHEMICAL AGENT DISPOSAL FACILITY
CONTRACT DACA87-89-C-0076

(Title .)

PLAN FOR NON-NORMAL OPERATING CONDITIONS

Plan No:

Prepared by:
EG&G Defense Materials, Inc.
11600 Stark Road
Tooele, Utah 84074

Approved by: _____ Date: _____

(Initiator)

Approved by: _____ Date: _____

(Safety)

Approved by: _____ Date: _____

(Operations)

Approved by: _____ Date: _____

(Engineering)

Approved by: _____ Date: _____

(Environmental)

Approved by: _____ Date: _____

(Quality)

Approved by: _____ Date: _____

(PMCD Shift Engineer)



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EXHIBIT 03 NON NORMAL OPERATING PROCEDURES REPORT

NON NORMAL OPERATING PROCEDURES

NUMBER	REV	PROCEDURE TITLE	RESPONSIBLE PARTY	APPL DATE	ACTIVE	1ST EXT	2ND EXT
ACS 001		ACS TANK-101 CLEAN OUT	JOHN SIEH	11/7/96	Yes		
BRA 001		BRA STEAM SYSTEM TESTING AND FINE WATCH ACTIVITIES	CAMP GILLER		Yes		
DFS 002		DFS FEED CHUTE JAM INSPECTION PROCEDURE	PAUL SCHLAUGARD	11/7/97	Yes		
DFS 001		DFS JAM OUTAGE	PAUL SCHLAUGARD		Yes		
DFS 003		DFS KICKER CHUTE CLEAROUT PROCEDURE	PAUL SCHLAUGARD	11/7/97	Yes		
ELEC 001		EMERGENCY GENERATOR THIPPING PROBLEM	CAMP GILLER	11/13/96	Yes		
ELEC 002		GLOBAL POWER LOSS TEST FOR EGEN-101	CAMP GREEN	11/22/96	Yes		
LIC 2 001		LIC 2 SKIM COAT DRY OUT PROCEDURE	CAMP GILLER	11/14/96	Yes		
LIC 001		LIC BRINE PIPING TEMPORARY REPAIR	CURTIS GOODELL	2/20/97	Yes		
MIF 001		RETEST OF TIE COMBUSTION BLOWN TEST	SHANE THACKER	11/21/96	Yes		

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Filder, August 15, 1997



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EXHIBIT 04 SHORT FORM SAFETY EVALUATION

Non Normal Procedure: Safety Evaluation				
Procedure #	Date:	Analyst:		
Key Issue	Transmittal/Issue	Procedure Violation Conditions or Safety Hazard (Identify Issue or Hazard) (Identify Issue)	Substantive Error Procedural Error Procedural Deviation Special Cloning or Modification	Comments

EXAMPLE